

LIVE SCAN FINGERPRINTS - VOLUNTEERING

Below are suggestions only of where you can obtain a DOJ fingerprint. We check periodically to update the information however, the information may change, so we recommend you call first to confirm the information is correct. You may have the fingerprint done at any facility you choose that provides the service.

Once you have completed the fingerprints – please provide a copy to the school site, they will forward it to the Superintendent's Office. We need information entered onto the form so we can properly identify the results. These fingerprints are valid for the remainder of your students' attendance in RUSD.

The level of service required is as follows: State of California resident for the past year will require DOJ only. State of California resident for less than one year will require DOJ & FBI.

Results are usually available within 24-48 hours and emailed to our Human Resources Department. Human Resources will email the Supt Office and the Supt Office will email the school site office of the clearance.

REDLANDS POLICE DEPARTMENT – 1270 W. Park Avenue, Bldg. C. Redlands, CA 92373
909-798-7614

DOJ: \$60.00 DOJ & FBI: \$77.00, cash, check, money order and credit/debit cards (fee associated with card)

Mondays & Tuesdays, 11:30 AM – 3:30 PM. By appointment only, not available on holidays

DO NOT BRING CHILDREN WITH YOU AS THE LIVSCAN MACHINE IS IN THE LOCK-UP AREA

SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT – Records Division, 655 East Third St, San Bernardino, CA 92415

909-888-5916

DOJ: \$58.00 DOJ & FBI: \$75.00, cash or money order only

Monday – Friday 8:00 AM – 3:40 PM. By appointment only, not available on holidays

1 STOP MAIL SHOP – 1752 E. Lugonia Ave., Ste 117, Redlands, CA 92374 (between Johnny's & Cuca's)
909-794-7776

DOJ: \$57.00 DOJ & FBI: \$74.00

Monday – Fridays: 9:00 AM – 6:00 PM, Saturdays 10:00 AM – 2:00 PM, No appointment

UPS STORE – 700 East Redlands Blvd, Ste U, Redlands, CA 92373
909-793-2099

DOJ: \$57.00 DOJ & FBI: \$74.00

Monday – Fridays 9:30 AM – 5:00 PM, Saturdays 9:00 AM – 2:00 PM, No appointment

UPS STORE – Highland Village Plaza, 7231 Boulder Ave., Highland, CA 92346
909-425-8998

DOJ: \$57.00 DOJ & FBI: \$74.00

Monday – Fridays 8:00 AM – 5:30 PM, Saturdays 8:30 AM – 3:00 PM, No appointment

REQUEST FOR LIVE SCAN SERVICE

BCII 8016A (3/07)

Applicant Submission for Public Schools or Joint Powers Agencies

ORI: AC641
Code assigned by DOJ

Type of Applicant: (check one) Classified School Emp. Credentialed School Emp

The following selections are for Public Schools only:

License, Certification, Permit Peace Officer Law Enforcement Personnel Volunteer

Job Title or Type of License, Certification or Permit: Volunteer

Agency Address Set Contributing Agency:

Redlands Unified School District

03524

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

20 W. Lugonia Ave.

Sabine Robertson-Phillips, Asst. Supt.

Street No. Street or P.O. Box

Contact Name (Mandatory for all school submissions)

Redlands

CA

92374

(909) 307-5300 ext. 6772

City

State

Zip Code

Contact Telephone Number

Name of Applicant:

(Please print)

Last

First

Middle Initial

AKA's:

Last

First

CDL No. _____

DOB: _____

SEX: Male Female

Misc. No. BIL

Agency Billing Number

HT: _____

WT: _____

Misc. No. _____

EYE Color: _____

HAIR Color: _____

Home Address: (Applies only if Youth Org. / HRA or Public Utility submission)

POB: _____

Street or P.O. Box

SOC: _____

City, State and Zip Code

Your Number: _____

OCA No. (Agency Identifying No.)

Level of Service: DOJ FBI

If resubmission, list Original ATI No. _____

Live Scan Transaction Completed By: _____

Name of Operator

Date: _____

Transmitting Agency

ATI Number

Amount Collected/Billed